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Human Rights Commission

San Francisco County of San Francisco

Ed Brown, Jr., Mayor



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Annual Evaluation Sub-Committee Meeting

Tuesday, February 19, 2002
4:30 p.m.

25 Van Ness Avenue, Suite 800
San Francisco, CA 94102

BOARD OF COMMISSIONERS

Resa Sparks, *Chair*

Ray Dimapilis

Sha Knutzen

Nina M. Harmon, *Director*

A. Delgado, *Commission Secretary*

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For more information, contact the Commission Secretary at 415-252-2500
Agenda and other information are available on the HRC website: www.ci.sf.ca.us/humanrights



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Human Rights Commission

City and County of San Francisco

Willie L. Brown, Jr., Mayor

Annual Evaluation Sub-Committee Meeting

Tuesday, February 19, 2002

4:30 p.m.

25 Van Ness Avenue, Suite 800

San Francisco, CA 94102

ROSTER OF COMMISSIONERS

Theresa Sparks, *Chair*

Shirley Dimapilis

Martha Knutzen

Virginia M. Harmon, *Director*

Toni A. Delgado, *Commission Secretary*

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DISABILITY ACCESS

The City Hall Conference Room is wheelchair accessible. The closest accessible BART station is the Civic Center Station and the closest Muni Metro station is the Van Ness Station. Accessible MUNI lines serving this location are 42 and 71. There is accessible parking in the vicinity of City Hall, including the Civic Center Underground Garage. The following services are available upon request with 48-hour advance notice: American Sign Language interpreters, use of a reader during a meeting or sound enhancement system. Accessible seating for persons with disabilities can be made available. Following a meeting, meeting proceedings can be made available in alternative formats. To make arrangements or for information, contact Toni A. Delgado, 252-2500 (Voice) or 252-2550 (TDD).

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

POLICY ON CELL PHONE, PAGERS, AND ELECTRONIC DEVICES

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This Ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the Ordinance, contact the Donna Hall at the Sunshine Ordinance Task Force, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683; Office 415-554-7724; Fax 415-554-5163; E-mail: Donna.Hall@ci.sf.ca.us

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request one from Ms. Hall, or by printing Chapter 67 of the San Francisco Administrative Code on the internet at <http://www.ci.sf.ca.us/sunshine.htm>.

ATTENTION: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (SF Administrative Code 16.520 – 16.534) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, #701, San Francisco, CA 94102, telephone (415)554-9510 fax (415)703-0121 and web site <http://www.ci.sf.ca.us/ethics>.

Public testimony will be taken on each item. Public testimony is limited to three minutes.

ORDER OF BUSINESS

1. CALL TO ORDER
2. ROLL CALL
3. ADOPT RESOLUTION TO ESTABLISH REGULAR TIME AND PLACE FOR
HOLDING ANNUAL EVALUATION SUB-COMMITTEE MEETINGS
[☞Action Item *Attachment Provided*]

CLOSED SESSION

4. EXECUTIVE SESSION

Closed Session to evaluate a City employee pursuant to subdivision (a) of California Government Code Section 54957 and San Francisco Administrative Code Section 67.10(b):

IN RE: Annual Evaluation of Director Virginia Harmon for Pay-For-
Performance Program

5. RECONVENE IN OPEN SESSION
 - a. Possible report on actions taken in closed session pursuant to Government Code 54957.1 and San Francisco Administrative Code 67.12.
[☞Action Item]
 - b. Vote in open session on whether to disclose any or all executive session discussions pursuant to Government Code 54957.1 and San Francisco Administrative Code 67.12.
[☞Action Item]

RETURN TO REGULAR BUSINESS

6. ADJOURNMENT

NEXT MEETING: TUESDAY, MARCH 5, 2002

All meetings are held at: HRC Main Offices, 25 Van Ness Avenue, Suite 800,
San Francisco, CA 94102, unless otherwise stated

[**DRAFT RESOLUTION** presented to Annual Evaluation Sub-Committee on February 19, 2002, establishing regular time and place for annual evaluation sub-committee meetings]

ANNUAL EVALUATION SUB-COMMITTEE

Whereas, the Human Rights Commission created the Annual Evaluation Sub-Committee on January 24, 2002 to evaluate Director Virginia Harmon for the 2002 program year; and

Whereas, Human Rights Commission Chair Ghada Saliba-Malouf appointed Commissioner Theresa Sparks to Chair the Annual Evaluation Sub-Committee, and appointed Commissioners Shirley Dimapilis and Martha Knutzen as members of the Annual Evaluation Sub-Committee; and

Whereas, Commissioners Sparks, Dimapilis, and Knutzen will prepare and propose recommendations for full Commission approval on the annual evaluation of the Commission Director, in accordance with the criteria for the Department of Human Resources Pay-for-Performance program; and

Whereas, the Annual Evaluation Sub-Committee will meet at the Human Rights Commission Main Offices at 25 Van Ness Avenue, Suite 800 in the City of San Francisco every 1st and 3rd Tuesday of every month for the year of 2002; and

Now, Therefore Be It Resolved, that the Human Rights Commission of the City and County of San Francisco has created the Annual Evaluation Sub-Committee which will meet as needed to perform it's assigned tasks.

Ghada Saliba-Malouf
Chair of the San Francisco Human Rights Commission

